

## ASSIGNMENT 7

Textbook Assignment: Chapter 8, pages 8-16 through 8-23 and chapter 9, pages 9-1 through 9-8.

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| <p>7-1. Which of the following factors is most important in analyzing waivers?</p> <ol style="list-style-type: none"><li>1. Mental group</li><li>2. Approval rate</li><li>3. Education level</li><li>4. Type of waiver</li></ol>  | <p>7-6. DEP leadership should meet which of the following objectives?</p> <ol style="list-style-type: none"><li>1. Train and motivate DEP personnel</li><li>2. Generate referral activity</li><li>3. Both 1 and 2 above</li><li>4. Provide additional office manpower</li></ol>   |
| <p>7-2. Once you have tallied factors in your waiver analysis, which of the following steps should you take next?</p> <ol style="list-style-type: none"><li>1. Look for significant trends</li><li>2. Look for the most common factor</li><li>3. Train to all factors</li><li>4. Train to most common factor</li></ol>  | <p>7-7. DEP leadership is a responsibility at which of the following levels in the chain of command?</p> <ol style="list-style-type: none"><li>1. Recruiter of record only</li><li>2. RINC only</li><li>3. Recruiter, RINC, and ZS only</li><li>4. Every level</li></ol>  |
| <p>7-3. Stations with consistently high percentages of waivers may need training in which of the following areas?</p> <ol style="list-style-type: none"><li>1. Increase referral prospecting</li><li>2. Increase will-grad recruiting</li><li>3. Prospect in the quality market</li><li>4. Prospect upper mental groups only</li></ol>  | <p>7-8. The RINC and recruiter should meet with new DEP members within what maximum time after processing?</p> <ol style="list-style-type: none"><li>1. 12 hours</li><li>2. 24 hours</li><li>3. 48 hours</li><li>4. 72 hours</li></ol>  |
| <p>7-4. When one of your stations has a significantly low percentage of waivers, you should check for which of the following problems?</p> <ol style="list-style-type: none"><li>1. Ineffective blueprinting</li><li>2. Undue restricting of enlistments</li><li>3. Both 1 and 2 above</li><li>4. Prospecting in the wrong market</li></ol>   | <p>7-9. When evaluating a DEP meeting, you must consider which of the following questions as the most important question that needs to be answered?</p> <ol style="list-style-type: none"><li>1. Did they get enough referrals?</li><li>2. Were the DEP personnel attentive?</li><li>3. If I were one of these DEP members, would I continue to attend DEP meetings?</li><li>4. If I were one of these DEP members, would I feel obligated to give referrals?</li></ol> |
| <p>7-5. Your goal in attrition analysis should be to meet which of the following objectives?</p> <ol style="list-style-type: none"><li>1. Identify DEP personnel with high attrition potential so that preventive action can be taken</li><li>2. Identify DEP personnel with high attrition potential so additional time is not wasted on them</li><li>3. Identify applicants with high attrition potential so they can be avoided</li><li>4. Identify prospects with high attrition potential so they are not prospected</li></ol> | <p>7-10. ZSs must conduct an executive telephone screening with what specific percentage of each station's DEP members each month?</p> <ol style="list-style-type: none"><li>1. 10 percent</li><li>2. 15 percent</li><li>3. 20 percent</li><li>4. 25 percent</li></ol>  |

- 7-11. When interviewing potential attrites, which of the following techniques should you use to determine the nature of the problem?
1. Ask rhetorical questions
  2. Ask open-ended questions
  3. Be assertive and brusque
  4. Be kind and gentle
- 7-12. DEP family nights are most effective when held at which of the following levels?
1. Recruiter
  2. Station
  3. Zone
  4. District
- 7-13. Approval for COI events should be obtained in advance from which of the following authorities?
1. NRD EPO
  2. NRD CO
  3. CNRA
  4. CNRC
- 7-14. Regular DEP events should not exceed what dollar amount per person?
1. \$4.50
  2. \$5.50
  3. \$7.00
  4. \$8.00
- 7-15. Mini-DEP events should be claimed for reimbursement in which of the following ways?
1. File an OPE claim
  2. Submit the bill to the NRD LSO
  3. Submit a voucher for disbursement to the NRD
  4. Send a memorandum requesting reimbursement to the EPO
- 7-16. Which of the following goals should be met with effective time management?
1. Gain control of the timing and content of what you do
  2. Gain control of every task and assignment
  3. Have more leisure time
  4. Have more time to plan and coordinate
- 7-17. As a supervisor, when you take on the problem of your subordinates, which of the following conditions exist?
1. You are now completely in charge
  2. You are now working for your subordinates
  3. You can ensure the problem is solved correctly
  4. You have misused the chain of command
- 7-18. Delegating duties to subordinates should cause which of the following results?
1. Less responsibility for the manager
  2. More accountability for the manager
  3. More effective time management and training
- 7-19. You should prioritize each item on your "to do" list by importance and urgency.
1. True
  2. False
- 7-20. How can the feedback loop in communication increase time management effectiveness?
1. Conversations will be shorter
  2. You can hold the person accountable
  3. You ensure understanding of the task assigned
  4. The individual understands the assignment must be done quickly
- 7-21. Which of the following activities will contribute to more effective time management?
1. Simplify your work
  2. Set clear cut goals
  3. Keep organized files
  4. All of the above
- 7-22. The frequency of station visits should be based on which of the following factors?
1. Size of station
  2. Number of recruiters
  3. Size of goal
  4. Your observations
- 7-23. You should visit struggling stations as many times per week as possible.
1. True
  2. False

- 7-24. Of the following items, which should you review before planning a station visit agenda?
1. LEADS and NALTS reports
  2. POA&Ms
  3. RQS status
  4. All of the above
- 7-25. Station visit sheets should be used in which of the following ways?
1. Check all items listed at each visit
  2. Check all production related items at each visit only
  3. Check each item once during each month only
  4. Use the list as a guide and check each item as applicable
- 7-26. As you enter a recruiting station, you should look around, putting yourself in the shoes of which of the following individuals?
1. Recruiter
  2. RINC
  3. Inspector
  4. Prospect
- 7-27. If the RINC asks for unplanned assistance during a scheduled station visit, you should follow which of the following courses of action?
1. Skip your planned agenda and provide the requested assistance
  2. Tell the RINC not to sidetrack you and follow planned agenda only
  3. Follow your planned agenda first then, if time allows, provide the requested assistance
  4. Provide the requested assistance first, then go on with your planned agenda
- 7-28. During a station visit, you should look for which of the following situations?
1. Systems being used incorrectly only
  2. Obvious enlistment irregularities only
  3. Things that are being done right
  4. All of the above
- 7-29. ZS copies of the Station Visit Sheets should be maintained in which of the following locations?
1. Station folder
  2. Station Notebook
  3. Either 1 or 2 above
- 7-30. Major inspection problems are those that deal with which of the following subjects?
1. Production
  2. Malpractice
  3. Fraternization
  4. Vehicle use
- 7-31. MITT is made up of experienced recruiting managers who provide which of the following services?
1. Problem identification
  2. Training
  3. Both 1 and 2 above
  4. Counseling
- 7-32. Each NRS not inspected by MITT must be inspected within what maximum time period following the MITT inspection?
1. 1 month
  2. 2 months
  3. 3 months
  4. 4 months
- 7-33. Which of the following personnel is NOT authorized to conduct a post-MITT periodic station inspection?
1. CO
  2. EPO
  3. CR
  4. RINC
- 7-34. A production inspection should include which of the following portions of the MITT check-off?
1. Priority one only
  2. Priority one and two only
  3. Priority two and three only
  4. All portions
- 7-35. The EPO may grant what maximum number of waivers for a station requiring a production inspection?
1. One
  2. Two
  3. Three
  4. Four

- 7-36. Corrective plans should be developed to correct inspection discrepancies by which of the following personnel?
1. RINC
  2. ZS
  3. CR
  4. EPO
- 7-37. Which of the following inspections take priority over all other types of inspections?
1. MITT
  2. Production
  3. Periodic
  4. Turnover
- 7-38. The purpose of the inspection program is to identify which of the following factors?
1. Recruiter malpractice
  2. Discrepancies, so they can be corrected
  3. Misuse of government vehicles
  4. Discrepancies, so they can be punished
- 7-39. Original inspection reports are maintained at the NRS for what minimum period of time?
1. 1 year
  2. 2 years
  3. 3 years
  4. 4 years
- 7-40. Corrective action plans to correct inspection discrepancies must meet which of the following criteria?
1. Follow a specific format
  2. Be a formal POA&M
  3. Be written and implemented
  4. Cover all production systems
- 7-41. Inspection Report Discrepancy Tracking Sheets should be initiated by which of the following personnel?
1. EPO
  2. CR
  3. ZS
  4. RINC
- 7-42. As an inspector, you should maintain what kind of demeanor?
1. Stoic and reasonable
  2. Aloof and assured
  3. Pleasant and professional
  4. Friendly and humorous
- 7-43. Zone production and planning meetings can fulfill which of the following purposes?
1. Training
  2. Recognition
  3. Team building
  4. All of the above
- 7-44. Most zone production and planning meetings are conducted at what interval?
1. Weekly
  2. Monthly
  3. Quarterly
  4. Semiannually
- 7-45. The format for your meeting depends on which of the following factors?
1. Time of the meeting
  2. Location of the meeting
  3. Agenda topics
  4. Anticipated attendance
- 7-46. Training at zone meetings should be conducted by which of the following personnel?
1. Recruiters
  2. RINCS
  3. ZS
  4. All of the above
- 7-47. During training meetings, you should give personnel a 10-minute break at which of the following intervals?
1. Every hour
  2. Every 2 hours
  3. Every 3 hours
  4. Every half hour
- 7-48. Well planned meetings should include which of the following elements?
1. A roster
  2. An agenda
  3. A point paper
  4. An impromptu talk
- 7-49. Agendas should be distributed at which of the following times?
1. At the meeting
  2. After the meeting
  3. The day prior to the meeting
  4. Well in advance of the meeting

7-50. Training at zone meetings should not exceed what duration?

1. 1 hour
2. 2 hours
3. 3 hours
4. 4 hours

7-51. As a ZS, you should try to assume which of the following roles during your zone meeting?

1. Commentator
2. Documenter
3. Facilitator
4. Negotiator

